



National Finance Center Customer Notification

Date of Notification: December 29, 2009

Subject: NFC New Year's Day Holiday Schedule

Database/Customer(s) Affected: All

Dear Customer:

In observance of the New Year's Day Holiday, the National Finance Center's (NFC) offices will be closed Friday, January 1, 2010, including the following help desks: (1) NFC's *EmpowHR* Help Desk, (2) NFC's Payroll/Personnel Call Center, and (3) NFC's webTA Help Desk servicing designated USDA and HUD customers.

All NFC applications will remain available during the holiday and payroll/personnel processing will continue on the normal schedule. Pay Period 26 T&A's should be received by COB Tuesday, January 5, 2010.

As always, the NFC Operations and Security Center (OSC) will be available for 24 hours per day, 7 days per week at 1-800-767-9641, 504-426-6435, or via email to OSC.ETIX@usda.gov.

If you have any questions regarding this notification, please contact NFC's Client Management Branch at Customer.Support@usda.gov.

KJS/M2-10-004/004

Tip of the Week

Agencies are encouraged to remind their employees to verify that their residence addresses are correct and make any changes prior to the mailing of the W-2's in January 2010. The address can be updated through the Self-Service Option of the Employee Personal Page (EPP) or through the employee's Servicing HR Office.